

§ 6-403. E-Filing Registration, E-Service, and E-Notice e-mails.

(A) Attorneys licensed to practice law in Nebraska may register to use E-Filing. Any attorney so registered may make an entry of appearance through E-Filing.

(B) Registration for E-Filing is mandatory for all Nebraska attorneys making any filing or appearance in a county or district court, regardless if the filing is by paper or electronically. Registration for E-Filing requires an account with the court-authorized service provider Nebraska.gov and requires a separate annual maintenance fee as determined by the court-authorized service provider.

(C) Other Users. Other users who are not Nebraska attorneys may only use electronic services as provided in this Rule. Non-attorney users may only file documents that do not require an attorney signature. These users include:

(1) Pro Hac Vice. Attorneys admitted pro hac vice in a particular case pursuant to Neb. Ct. R. § 3-122 may utilize E-Filing through Nebraska counsel with whom the attorney is associated.

(2) Agencies. Agencies approved by the Nebraska Supreme Court may utilize E-Filing with proper registration.

(3) Process Servers. Those ordered by statute or by court order to serve process may utilize E-Filing for filing returns of processes served.

(4) Judicial Branch Officers. Probation officers and associate public guardians not licensed to practice law may utilize E-Filing for documents that do not otherwise require an attorney signature.

(5) Indian Child Welfare Act tribal representatives. For cases under the Indian Child Welfare Act, tribal representatives may utilize E-Filing with proper registration.

(D) E-mail addresses.

(1) E-mail addresses for all electronic services as defined in § 6-401 offered by the court or its authorized service provider Nebraska.gov cannot exceed 50 characters. Only one e-mail address per user will be permitted for E-Notice.

(2) E-Notice correspondence shall be sent electronically from the following e-mail address: nsc.justicebas@nebraska.gov. User e-mail accounts should be set up to receive all e-mails from that e-mail address. Do not reply to the above e-mail address. No user may transmit documents to nsc.justicebas@nebraska.gov.

(3) E-Service correspondence shall be sent electronically from the following e-mail address: ne-support@egov.com. User e-mail accounts should be set up to receive all e-mails from that e-mail address. Do not reply to the above e-mail address. No user may transmit documents to ne-support@egov.com.

(4) Until such time as a Nebraska attorney registers for E-Filing as required in section (B), documents delivered via E-Notice will be sent to the initial e-mail address provided to the Nebraska Supreme Court Attorney Services Division pursuant to Neb. Ct. R. § 3-803(C). After registration with Nebraska.gov, all e-mail addresses for E-Notice and E-Service shall be maintained through the attorney's Nebraska.gov E-Filing account.

(E) Self-represented litigant E-Notice. Self-represented litigants who have Internet and e-mail capability may register for E-Notice in a particular case by submitting a written request to the clerk of the court where the case is filed. E-mail addresses shall be in compliance with § 6-403(D). Any change to e-mail addresses or discontinuation of E-Notice must be made in writing to the clerk of the court where the case is filed.

(F) Pro Hac Vice E-Notice. Attorneys admitted pro hac vice in a particular case pursuant to Neb. Ct. R. § 3-122 may register for trial E-Notice with the clerk of the court in which he or she is appearing. E-mail addresses shall be in compliance with § 6-403(D). Any change to e-mail addresses or discontinuation of E-Notice must be made in writing to the clerk of the court where the case is filed.

(G) Contact Information. Users are responsible for maintaining valid and up-to-date contact information. When a user's e-mail address changes, the user shall promptly update all e-mail addresses provided for all electronic services as defined in § 6-401 offered by the court or its service providers. E-Service or E-Notice upon an obsolete e-mail address shall constitute valid service where the user has not updated his or her e-mail address. Mere usage of a new or different e-mail address in a document filed using E-Filing or in paper format does not satisfy the requirements of this subsection for an update to the user's e-mail. No court staff may update contact information upon user request except as otherwise provided in these Rules.

(H) Failure to Register or maintain contact information. Failure by a required attorney to register for E-Filing or to maintain valid and up-to-date contact information as provided for in section (G) may be enforced by any appropriate sanction or order of the trial court or appellate court, or by appropriate disciplinary procedure.

§ 6-403 amended September 24, 2014, effective January 1, 2015; § 6-403(D)(3) amended October 21, 2015; § 6-403 amended June 8, 2016.
